



**MiniBid for Concrete Replacement and Repair Services located at at
Massachusetts Technology Collaborative's George S. Kariotis Building
and Karl Weiss Education and Conference Center**

No. 2024-GA-03

Massachusetts Technology Collaborative
75 North Drive
Westborough, MA 01581-3340
<http://www.masstech.org>

Procurement Team Leader:	Mauricio Ramirez
Mini Bid Issued:	March 1, 2024
Site Visits (by Appointment Only):	March 11-15, 2024
Questions Due:	March 22, 2024 (5:00pm)
Answers to Questions Posted:	March 28, 2024 (5:00pm)
Responses Due:	April 11, 2024 (5:00pm)

GENERAL INFORMATION

Project Name:	Concrete Replacement – Kariotis and Weiss Buildings
Responses are due to Mass Tech Collaborative by:	5:00 P.M. ON April 11, 2024
Submit electronic proposal to:	proposals@masstech.org

PROPOSED OPPORTUNITY

PROJECT DESCRIPTION

Overview

The Massachusetts Technology Collaborative (“MassTech”) is seeking bids from masonry contractors to perform services at entry ways and walkways around two buildings, George S. Kariotis Building and Karl Weiss Education and Conference Center, on the MassTech campus located at 75 North Drive in Westborough.

The details of the proposed work are specified below and are broken down by building. MassTech prefers to contract with one firm to perform the work at both buildings but reserves its right to contract with different firms in its sole discretion. All bids must be broken down by building and at the level set forth in the bid template provided.

SCOPE OF WORK

George S. Kariotis Center-

- Replace the existing concrete sidewalk ramp, keeping existing railings. to be ADA compliant. The existing ramp measured approximately 485 S.F.
- Remove existing and replace the entryway in its entirety with concrete up to the wooden posts which measures approximately 1,025 S.F. Area to be graded away from building.
- Repurpose both railings at entrance and paint to match existing.
- Repair any damaged concrete sidewalks.
- Brick corner walls at the entrance to be repaired as needed at water damage locations including the installation of new mortar.
- Supply and install (2) 5’x8” commercial grade trench drains with one at top of sidewalk ramp and one at edge of roadway, install underground drain line to exit into grass area with discharge drain grate and 2” stone at the exit point.

Alternative to main scope of work (above) in the event railings mentioned in bullets 1 through 3 cannot be repurposed and need to be replaced - this should be priced for the incremental cost to the main scope of work:

- Replace both railings at the entrance and paint to match existing
- Replace railings along the ramp and paint to match existing ones.

- Optional: Respondents are invited to propose alternative(s) which provide substantially better or more cost-effective performance and quality than achievable under the stated scope of services.

Karl Weiss Education and Conference Center and walking path -

- Remove existing and replace the entryway in its entirety with concrete. This area measures approximately 1,456 S.F. Entryway slab to be graded away from building.
- Repair the four brick corner walls at the entrance as needed at water damage locations, install new mortar and reset caps.
- Supply and install 16'x8" wide commercial grade surface trench drain where the concrete meets the roadway and tie in with existing catch basin.
- Supply and install (2) 5x8 commercial grade trench drains by front entrance and tie in to existing catch basin.
- Supply and install (3) 5x8 commercial grade trench drains along the walking path and position them to prevent water from traveling down the walkway that leads to the Kariotis building.
- Install underground drain line to exit into grass area with discharge drain grate and 2" stone at the exit point.

Alternate scope-

- Full replacement of the catch basin with a new pre-cast basin.
- Optional: Respondents are invited to propose alternative(s) which provide substantially better or more cost-effective performance and quality than achievable under the stated scope of services.

General Work Requirements for both buildings

- Bidders will be required to provide all necessary labor, materials, removal, equipment, supervision, transportation to perform the work, including notifying dig safe.
- Sidewalk pads must be removed at expansion or scored joints.
- The subbase material will be regraded and be a minimum of 4" of 3/4 inch crushed compacted stone. Removed and crushed concrete is not permitted to be used as stone base.
- Reinforcing wire shall be a minimum of #10 gauge - 6" x 6" wire under slab area for all sidewalk replacement. Install welded wire fabric in as long of length as practicable.
- Expansion joints shall be 1/2-inch-thick pre-molded strips, extended throughout the depth of the concrete.
- Concrete will be at least 6" at 4,000 psi with broom swept finish and expansion joints every 10'.
- Any repairs needed to the landscaping during the project will be included in the price.
- All waste material shall be removed from the site, disposed of in an appropriate manner, and comply with state and local code at the Contractor's expense. Area to be left clean upon completion of work.
- Work shall be done in a manner that allows access to the buildings and provides safety precautions to prevent possible injury to staff or visitors accessing the building where work is being performed or in progress.

TIMELINE

MassTech Collaborative intends to review all bids and select and contract with a qualified contractor at the end of May 2024.

Bidders should provide a proposed schedule assuming a contract start date of 6/1/2024. The preferred order of the work would be to start and complete one building at a time but MassTech will consider a different approach if proposed by bidders.

COST AND BUDGET

MassTech is seeking pricing from Respondents in the Bid template provided in **Attachment B**.

QUESTIONS

Questions regarding this Minibid must be submitted by electronic mail to proposals@masstech.org with the following Subject Line: **Questions – Minibid No. 2024-GA-03** . All questions must be received by 5:00 p.m. EST on March 22, 2024. Responses to all questions received will be answered on or before 5:00 p.m. on March 28, 2024.

PROPOSAL GUIDELINES

Respondent’s proposal **MUST** include the following information:

- a. Coversheet and Certification (Error! Reference source not found).
- b. Experience: Describe your firm’s experience and capabilities as related to the scope of work proposed above.
- c. References: Provide at least 3 references with a description of similar work performed with the complete contact information.
- d. Work Scope and Schedule: Please explain as concisely as possible a work plan to perform the services within the timeline and budget. Please provide the approach to each building and expected timeline to complete each area as well as considerations of the scope of work or other variables that may impact the project or schedule.
- e. Contractor Manager and Site Supervisor: Include complete contact information and experience for each role.
- f. Budget (Attachment B): Using the template provided in **Attachment B**, please provide a bid broken down as specified, including cost for options items listed in the scope.

SUBMISSION SCHEDULE

The Mini Bid process will proceed according to the following anticipated schedule:

Issue Date	March 1, 2024
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Site Visits by Appointment Only	Monday, March 11 through Friday March 15, 2024
Questions Due Date	March 22, 2024 by 5:00pm EST
Answers Posted Date	March 28, 2024 by 5:00pm EST
Responses Due Date	April 11, 2024 by 5:00pm EST

Please submit requests for appointments for a site visit to proposals@masstech.org with Site Visit Request for Mini-bid No. **2024-GA-03** in the Subject Line

Please submit electronic responses to proposals@masstech.org. with Mini-bid No. **2024-GA-03** in the Subject Line.

Responses will be due no later than 3:00 p.m. EST, on **April 11, 2024**. Responses received later than the date and time specified may be rejected or deemed non-conforming. Mass Tech Collaborative assumes no responsibility or liability for late delivery or receipt of responses.

EVALUATION CRITERIA

Mass Tech Collaborative’s review team shall evaluate each response that is properly submitted. After submission and review of responses, additional information may be requested. Selection of Respondents to provide the services requested herein will be based on the following criteria:

- Reasonableness of proposed approach
- Qualification of the firm based upon prior experience and references
- Reasonableness of pricing
- Lack of debarment status by either the state or federal government

While the order of these factors does not generally denote relative importance, Mass Tech Collaborative acknowledges that selecting “best value” providers primarily requires a balanced combination of (1) reasonable rates and (2) strong experience and demonstrated expertise in providing the services requested herein.

Mass Tech Collaborative reserves the right to consider such other relevant factors as it deems appropriate in order to hire the “best value” provider of the services. Mass Tech Collaborative may or may not seek additional information from Respondents prior to making a selection.

SERVICES AGREEMENT

The selected Respondent will execute the standard Services Agreement, available [HERE](#).

Respondents are required to specify any exceptions to the Services Agreement and to make any suggested counterproposal(s) with their response. Failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement’s terms and conditions,

and no subsequent negotiation of such provisions shall be permitted. Reserving one's rights to negotiate terms after an award is made is unacceptable.

RESPONDENTS PLEASE NOTE

- i) This Mini-bid does not commit Mass Tech Collaborative to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. Mass Tech Collaborative reserves the right to accept or reject any or all submittals received, cancel or modify the Mini-bid in part or in its entirety, or change the Mini-bid guidelines, when it is in the best interests of Mass Tech Collaborative to do so.
- ii) Any and all responses, Applications, data, materials, information and documentation submitted to Mass Tech Collaborative in response to this Mini Bid shall become Mass Tech Collaborative's property and shall be subject to public disclosure. As a public entity, the Mass Tech Collaborative is subject to the Massachusetts Public Records Law (set forth at Massachusetts General Laws Chapter 66). There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Respondent wishes to have the Mass Tech Collaborative treat certain information or documentation as confidential, the Respondent must submit a written request to the Mass Tech Collaborative's General Counsel's office no later than 5:00 p.m. five (5) business days prior to the required date of Application submission set forth in this Mini-Bid. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Respondent. The General Counsel will issue a written determination within three (3) business days of receipt of the written request. If the General Counsel approves the request, the Respondent shall clearly label the relevant information and/or documentation as "CONFIDENTIAL" in the Application and shall only include the confidential material in the hard copy of the Application. Any statements in an Application reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

Attachment A
Application Cover Sheet and Certification

Name of Respondent			
Mailing Address	City/Town	State	Zip Code
Telephone	Fax	Web Address	
Primary Contact for Clarification		Primary Contact E-mail Address	
Authorized Signatory		Authorized Signatory E-mail Address	
Legal Status/Jurisdiction (e.g., a Massachusetts Corporation, LLC, LLP, etc.)		Respondents DUNS No.	

The undersigned is a duly authorized representative of the Respondent listed below. The Respondent has read and understands the Mini-Bid requirements. The Respondent acknowledges that all of the terms and conditions of the Mini-Bid are mandatory, and that Respondent's response is compliant with such requirements. The Respondent specifically acknowledges the application of the procedures regarding disclosure of sensitive information as set forth in Section "Respondents Please Note", subsection iv. of the Mini-Bid, and specifically agrees that it shall be bound by those procedures.

The Respondent understands that, if selected by the Mass Tech Collaborative, the Respondent and the Mass Tech Collaborative will execute an Agreement specifying the mutual requirements of participation. The undersigned has either (*please check one*):

- specified exceptions and counter-proposals to the terms and conditions of the [Agreement](#); or
- agrees to the terms and conditions set forth therein;

The undersigned acknowledges and agrees that the failure to submit exceptions and counter-proposals with this response shall be deemed a waiver, and the Agreement shall not be subject to further negotiation.

Respondent agrees that the entire bid response will remain valid for sixty (60) days from receipt by the Mass Tech Collaborative.

I certify that Respondent is in compliance with all corporate filing requirements and State tax laws.

I further certify that the statements made in this response to the Mini-Bid, including all attachments and exhibits, are true and correct to the best of my knowledge.

Respondent: _____
(Printed Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____

Title: _____

Date: _____

Attachment B
Bid Template

SEE EXCEL SPREADSHEET AND COMPLETE BOTH TABS